

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

STANDARD OF LIVING STUDIES
UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
Division of Economics

Instructions For Filling Schedules

General Instructions

The purpose of the investigation, the type of family to be studied, and the suggested method of approach are described in the letter sent to

Always explain the purpose of the study to each homemaker before attempting to fill the schedule. Stress the fact that all information is strictly confidential, and that it is being collected for scientific research the object of which is to help the homemaker with her financial problems. Use a pencil that will give a solid black mark, will not smudge easily, and that has a rubber. Do not correct a word or figure by writing over it, but erase and rewrite it. Never use ditto marks for repetition of numerals. Do not write "\$" or "¢" in columns for price or total value. Always use a clear decimal point and fill in two places for cents. Example, 7.00; or .45.

Every item in the schedule should have a definite answer. If the homemaker isn't willing to answer, write "Ref" in proper space; if unable to answer, write "Un."

The X's throughout the schedule indicate that the spaces in columns where X occurs are not to be filled in by schedule taker.

Some questions on the schedule may be answered with Yes or No. When answering such inquiries enter "Y" for Yes, or "N" for No.

Use notes for the purpose of explaining or verifying the unusual. They should be placed either at the bottom of the page or on the opposite blank sheet, and should bear a number or letter corresponding to the inquiries to which they apply.

Some Definitions

A Family means a group of persons supported by a common income, regardless of whether they are all related by blood or marriage. The various members of the family may or may not contribute all or part of their earnings to this common fund.

A Household means all the persons sheltered in one dwelling and fed from one kitchen. It may include, in addition to the family, boarders and hired helpers.

Family Income includes earnings and income from all sources of husband and of homemaker, all sums paid by boarders and lodgers, and amounts paid by children into the general family fund.

Gifts to the Family. Where the family has received gifts of food, clothing, or other articles, enter in proper place the amount and estimated value with entry clearly marked "Gift." Gifts of useless articles which the family would not have purchased had the gift not been made, should not be considered

Gifts made by the family to one of its own members, list under appropriate heading, as Clothes, Books, etc.

Gifts to Individuals Outside the Family. Where individuals outside the household are supported wholly or in part from the family income, enter the amount sent to such individuals during the year on page 8 under "Gifts to Individuals Outside the Family."

Page 1

Family Census.

List all sons and daughters by name according to age, beginning with the oldest, and including those not living at home as well as those at home. When child at home pays board and pays for clothes and other expenses out of his own pocket, circle name.

Others. Enter relatives or friends who have lived in household during the year for at least two weeks. Show relationship to homemaker, as father, father-in-law, son-in-law, by abbreviations as "F", "Fl", "Sl",

Meals Only. Enter number of hired men and women, or boarders. Check whether they usually take one, two or three meals per day, and enter length of time in household in terms of months.

Should there be any others who do not qualify in these classes, list below and explain clearly their status in the family.

Guests. Enter total number of meals served to guests during year, listing adults and children separately.

Age. Enter age at the nearest birthday.

Schooling. For each member of the family enter highest grade attained, as "7g" (seventh grade), "4h" (fourth year high school), "3col" (third year college). Place check-mark in column headed "Present Occupation" to show continuance in school or college during the year the schedule is taken.

Kind of Training. If special, enter Medicine, Law, Homemaking, or a similar term.

Page 2

Food Furnished by the Farm or Garden, and Purchased for Household Use.

Check source -- farm or garden, or both. Obtain quantities as homemaker can best give them, whether by day, week, month, or year, but always enter the amount per year. The value column should not be filled in during the interview. This will be done at the Bureau.

If the homemaker has definite ideas as to the price per unit of the various items, enter her quotations. For furnished goods the prices should be those which she would have had to pay for the article if bought at the place where she purchases similar goods. Price-lists obtained from local merchants will aid in checking the prices given by the homemaker, or in filling in prices per unit column where she is uncertain of them.

Live - Dressed. Cross out the one not being used, or if both are used indicate clearly which figure refers to each in the amount column.

Page 3

Food, - Unit.

Enter "Bu" (bushels), "Pk" (pecks), "Lb" (pounds), "Bun" (bunches), "Doz" (dozens), "Qt" (quarts), etc., in unit column.

Weeks in Season. Enter here approximate number of weeks the product was used fresh from the farm or garden. Under Amount per week and Per Year, include the total amount used, that is, amounts preserved or stored as well as amounts used fresh. Always enter amounts used per year, using Per week column merely as a help in obtaining total yearly amount.

Page 4

Amount Per Week.

This column, as on pages 2 and 3, is for the purpose of getting estimates of total amounts per year more readily. Always enter amount per year.

Price.

Where prices cannot be given by the homemaker, average prices in nearby stores of the type which she patronizes may be applied later.

Total Cost.

This column will be computed at the Bureau from yearly amounts and prices.

Household Operating Expenses.

Where the auto is used for both household and business (for example, on a farm or in a doctor's family), designate the percent of the total amount which should be charged to household or family use in Percent Household Use column.

Furnished Wood, Cobs, Ice.

Value at price which would have been paid if family had bought, following the usual purchasing habits of the community. Value wood as cut ready for use, unless cut by men hired by the month whose wages have been listed elsewhere.

Electricity.

If operated by own plant, if possible enter name of plant on margin and specify whether kerosene or gasoline is used in its operation. This will sometimes explain the large quantity of these fuels used.

Gasoline.

Enter here quantity used in the house or for the gasoline engine when pumping water for household use or running the washing machine or lighting plant. The quantity used for the auto is entered under Auto.

Insurance on Furniture and Equipment.

If possible, give cost of premium for one year instead of for a term of years over which policy may be carried. Otherwise designate term of years with total premium paid. If amount of premium is not known, get amount of the policy or any other information which can be obtained.

Auto.

license includes registration and driver's license.

Paid Household Labor.

For each person employed, state kind of work, as washing, care of child, general. Give amount paid each per year. If not full time, give number of days per week and number of weeks per year during which person was employed.

Pages 5, 6, and 7Clothing.

Use a column for each member of the family living at home, as listed on page 1, regardless of whether or not the individual pays for some or all of his clothing expenses out of his own pocket. State the amounts paid out of other than family income. Also, have a column for each child at school whose clothing expenses are paid for by the family.

At the top of each column enter name and age of person whose clothing is being listed.

In the first, or number, column for each person enter the proper line the number of the articles of clothing listed on that line which were bought or made during the year. In the total cost column, enter the total cost of the number of articles. For example, if two pairs of shoes were bought at \$5 a pair, and one pair at \$8, enter 3 in the number column, and 18.00 in the total cost column. For the clothing prices the total cost column under Purchased and under Homemade must be filled in while the schedule is being taken.

In the case of garments which were not bought readymade but were made by someone who was not paid for the work, the cost of the garments includes the cost of material only. Enter in homemade column and mark "M" after number to indicate material only.

In the case of garments which were made to order by a seamstress or other person who was paid for the work, find out what was paid for the making if possible and add to cost of material, and enter in purchased column. When the homemaker is unable to estimate even roughly how much of the total amount paid for making several garments should be charged to each kind of garment, or to each person, the amount paid should be entered on the line in the middle of page 6 under "Sewing-- Paid labor." Make a special entry for each member of the family concerned, if possible. Otherwise, enter a lump sum and indicate by checks in the proper columns the persons for whom the payment was made. In these cases, since the cost of the material only is entered in the column for each individual, it will be listed under homemade and marked "M".

When articles of clothing are paid for by a son or daughter out of their own pocket and not out of family income, circle the amount so paid.

Expenses for Health, Development, and Personal Items.

Enter name of each son, daughter and other person living in the family, and of sons and daughters at school but supported out of family income.

When a son or daughter living at home pays for some of these articles or services for himself out of his own pocket and not out of the general family income, circle the amount so paid.

Wherever possible, enter the amount spent on each individual for each item. If homemaker can give only a total, enter under family as whole column and place check in column of each individual sharing in the expenditure.

Other Expenses -- Insurance.

Insurance is entered in the proper column, as Life, Endowment, Accident, Health, and also the amount paid in premiums each year for each person.

Rent.

Enter amount paid per year, where this includes heat or light or water or janitor service, note the fact.

Taxes on Personal Property and Income Taxes.

Include here all taxes paid except on house and lot, and on any business which is separate from the family household.

Payments on House.

If possible, separate principal and interest. If homemaker cannot do this, get size of mortgage and rate of interest, and separation will be made in the office.

Paid Debts.

Enter here only debts which have accumulated from previous years, and do not include payments on debts connected with business or with the mortgage on the house.

House Value.

If homemaker has a definite idea, use her figure. Base value on what property is selling for in the neighborhood. Do not use a forced sale or tax valuation as the basis.

